



2023 UP POSTGRADUATE BURSARIES GUIDELINES

The University of Pretoria Postgraduate Bursary (UP-PGB) funds support for Honours, Masters and Doctoral students.

1. ELIGIBILITY CRITERIA

- Students who register for **full-time studies** in Honours, Masters or Doctoral degree programmes at the University of Pretoria will be prioritised in the nomination process in the awarding of the UP-PGB.
- Students admitted or registered by **31 March** of the academic year will be considered for the Masters and Doctoral bursary awards.
- First-time graduate Honours, Masters and Doctoral students from other institutions new at UP must ensure that their cumulative GPA % is captured by the Faculty in which they have registered. Honours level students by 28 February, and Masters and Doctoral students by 31 March.
- Students registering for certificates, diplomas, four-year degrees, non-degree purposes or any other special study programme are not eligible for the UP-PGB.
- Masters and Doctoral students must have completed their previous level degree with a cumulative GPA/degree average of **at least 65%**. The Faculty determine the GPA/degree average during admission based on previous academic records.
- Honours students' cumulative GPA % criteria are indicated on Page 3, under section 5.

2. THE FOLLOWING ARE INELIGIBLE

- Students who already hold a postgraduate degree at the same or higher level will not be awarded the UP-PGB.
- Doctoral students holding a UP Doctoral Research Bursary of R120 000 per year or the UP Doctoral Commonwealth Bursary do not qualify for a UP-PGB.
- Students who qualify for UP Personnel Waivers do not qualify for a UP-PGB.
- Other UP-funded bursaries may not be used to supplement the UP-PGB.
- NRF bursary holders with a bursary of more than R100 000.00 per annum will not be eligible to receive the UP-PGB.
- For any other single source of funding more than R100 000.00 per annum, the student is not eligible for the UP-PGB.

3. MAXIMUM FUNDING PERIOD

The duration of support for a UP-PGB is calculated from the first year of registration for the degree, regardless of the years of UP-PGB funding.

Degree	Duration of bursary funds	Maximum period to complete degree before breach of agreement (No funding granted in this year)
Honours	1 year only	2 years
Masters	2 years only (1 st and 2 nd year of registration for the Master's degree)	1 year beyond the minimum period for the specific Master's degree
Doctorate	3 years only (1 st , 2 nd , and 3 rd year of registration for the doctoral degree.	4 years

- No correspondence will be entered into regarding the maximum period allowed for completion of the degree and retention of the bursary.
- Successful awardees, who do NOT wish to accept the award, must notify the University of this in writing within ten (10) working days of receiving the award notification by sending an email to pgbursary@up.ac.za.

4. CAPPED MAXIMUM AMOUNTS

- The UP-PGB may be supplemented by other funding sources external to UP provided the rules or conditions of Funders permit a student to receive the UP-PGB.
- The supplemented amounts shall be capped as follows:
 - Honour level = R180 000.00 per annum.
 - Master level = R250 000.00 per annum.
 - Doctoral level = R300 000.00 per annum.
- We request that a student who has received other external funds must consult with the Postgraduate Scholarship Office for guidance.
- The above capped amounts are applicable only if a student has UP Funding and external funding. Students with only external funding are not restricted to the above capped values.
- A credit balance on the student account will only be refunded to the student upon the approval of a submitted pay-out form. The pay-out form is available on the UP website www.up.ac.za - go to Fees and Funding or from the Postgraduate Scholarship Office.

5. HONOURS MERIT BURSARY PROCESS

- There are three different UP Postgraduate Merit awards: Merit Plus, Merit and Merit Equity.

Merit Plus 80% +	R40 000.00
Merit 75-79%	R30 000.00
Merit Equity 70-74%	R20 000.00
- The Merit Plus and the Merit Honours bursaries are granted to students of all nationalities if they meet the criteria of the cumulative undergrad GPA.
- The Merit Equity Honours bursary is granted to South African citizens and permanent residents who are African, Coloured or Indian if they meet the criteria of the cumulative undergrad GPA.
- Honours students must register by **20 March 2023** to be eligible to receive a UP Honours Merit bursary.
- No application is required for Honours Merit awards. DRI will draw lists from the PeopleSoft system at the end of March to verify the **cumulative GPA mark**.
- The cumulative GPA % is not rounded off.
- The award value will be disbursed automatically into the student's UP account by the Department of Research and Innovation.

6. MASTERS AND DOCTORAL UP POSTGRADUATE BURSARY PROCESS

- The amounts of the Master and Doctoral UP-PGB in 2023 will be:

Doctoral:	R22 000.00
Research Masters:	R20 000.00
Masters by coursework:	R15 000.00
- The bursary is first applied to cover tuition or other amounts outstanding on the student account.
- The University of Pretoria gives no guarantee that bursaries will be awarded to all eligible students. Awards are granted based on academic performance, research priorities, and the available budget.
- **Admitted students** who have been provisionally awarded the bursary must register for their relevant study programmes by **31 March 2023** (the year for which the award is made) for the award to be finalised.
- Masters and Doctoral students who register after the relevant closing dates above will not receive the bursary award, and the provisional award will be withdrawn for the current year.
- Students who are provisionally awarded the UP-PGB and do not have outstanding debt on their UP-student account will have their financial registration block lifted to enable them to register for the new academic year without making the first fee payment.
- The Postgraduate Scholarship Office will inform successful nominees via email of the provisional award and the lifting of the registration block.

- Bursary funds for eligible provisionally awarded students will be disbursed to the students' UP accounts upon submission of the correct completed agreement form to the Postgraduate Scholarship Office. The agreement form will be forwarded to provisionally awarded students via email from the Postgraduate Scholarship Office.
- Where the Dean recommends that a student be allowed to upgrade a Masters degree to a Doctoral degree, the provisions of previous degree completion will not apply since the candidate is deemed to have achieved Master's level status.

7. RENEWAL OF UP POSTGRADUATE BURSARY

- Masters and Doctoral students who have previously received a UP-PGB are automatically considered for the renewal award. No application/nomination is required.
- In order to receive the renewal bursary, students must ensure that the satisfactory progress indicator for the previous year has been recorded on the PeopleSoft system by the Faculty. The deadline date for this to be captured is 30 January each academic year.
- A renewal bursary is granted only for the 2nd year Masters, or 2nd and 3rd year PhD students who have previously received the UP-PGB and still comply with the eligibility conditions as indicated in Section 1. *Therefore, the first date of registering for the degree is considered, not when first awarded the UP -PGB.*
- Returning postgraduate students must **re-register** for their relevant degree by **28 February** of each academic year for the renewal to be activated.
- Eligible returning students who do not re-register by **28 February** will be in breach of their agreement for all previous years funded with a UP-PGB. The bursary award will be cancelled, and the award amount will be charged to the student account.
- Students eligible for the renewals and who do not have outstanding debt on their UP-student account will have their financial registration block lifted in order to register for the new academic year without having to pay the initial fee.
- The value of the renewal award will be the same as in Section 6 above.

8. RECOVERY OF BURSARIES

- If a student fails to comply with any of the conditions, terminates studies or does not complete the course within the prescribed period, the UP-PGB awards for all of the years that the bursary was granted will be cancelled, and the bursary values will be debited to the student account.
- The Division for Student Accounts administers outstanding balances on student accounts. Should the bursary be cancelled, re-payment arrangements for the student account must be made with Student Accounts Division at the Student Services Centre.
- The conditions as set out in the Student Enrolment Contract shall apply to the amount debited to the student account (Page 2, Clause 9) (Available on the UP-Student Portal - Student Centre - scroll to online contract link).